



CENTRAL MEDICAL STORES TRUST
Trusted Partner in Healthcare

VACANCY

DIRECTOR OF FINANCE AND ADMINISTRATION

The Central Medical Stores Trust (CMST) is responsible for the procurement, warehousing, sales and distribution of quality medicines and medical supplies to all public, faith-based and NGO health facilities in Malawi. CMST now invites applications from suitable candidates to fill a senior position of **Director of Finance and Administration** (DFA) at Grade MS2 as detailed below:

Job Title : Director of Finance and Administration
Grade : MS2
Responsible to : Chief Executive Officer (Grade MS1)

Overall Purpose of the Job:

The Director of Finance and Administration is responsible for the effective and efficient provision of support services in finance and accounting, human resource management, information communication technology, governance and general administration through adoption of relevant legal and best business practices to maximize value for money in order to create a sound and ethical working environment and promote a better quality of life for CMST staff and stakeholders. As a member of the Executive (Senior) Management Team, the DFA supports the CEO in implementing the mission, vision and strategic plans and Board decisions of the Trust.

Duties and Responsibilities:

1. Assist the CEO in long-term planning including development, review and implementation, monitoring and evaluation of the Trust Deed (Constitution), strategic and business plans.
2. Prepare, present and justify annual Performance Management Plans and Budgets (PMPBs) and Cash Flow Forecast with focus on Medicines and Medical Supplies (MMS) to the CEO, Management, the Board of Trustees and other key Stakeholders.
3. Identify financial needs and champion and lead resource mobilization initiatives to address gaps and present critical financial matters to the Board and Stakeholders.
4. Develop, review and implement appropriate financial and other operational policies, guidelines and procedures and relevant systems of internal controls.
5. Appraise the Ministries of Finance and Health, the National Local Government Finance Committee (NLGFC), Central Hospitals and District Health Offices (DHOs) on drug budget utilization and related debts accrued by health facilities for supplies delivered by CMST on a regular basis.
6. Develop and implement CMST Credit Policy and ensure continuous customer service process improvement and timely collection of receivables (debtors).
7. Engage key suppliers, customers, financial institutions, service providers and other key stakeholders to assess risks and rewards, review current and future strategies and identify cost effective opportunities.
8. Develop CMST's human resource (HR) through recruitment, compensation and benefits, professional development and training and staff performance assessment.
9. Manage the HR function in line with appropriate legislation and regulations according to approved personnel policies and procedures that fully conform to and ensure staff productivity.

10. Establish and manage a comprehensive staff training and development program and educate employees regarding staff tools, policies and procedures.
11. Develop and implement capacity building, staff motivation and talent management plans and ensure performance appraisals are conducted for staff at least once annually.
12. Develop and oversee implementation of administrative policies as well as facilities to ensure efficient, smooth and consistent operations.
13. Plan, develop and maintain relevant Information Communication Technology (ICT) infrastructure and systems.
14. Implement and maintain a Management Information System (MIS) through a robust Enterprise Resource Planning (ERP) for data storage, analysis, reporting and decision making.
15. Advise Management and the Board of Trustees on all financial, HR and administration and ICT matters and serve as Secretary to the Finance and Administration Committee of the Board.
16. Provide leadership and supervision in planning and execution of internal and external audits and other assessments.
17. Perform any other duties as assigned by the CEO and the Board from time to time.

Job Attributes:

- Excellent team builder and leader with team player abilities and motivating spirit towards accomplishment of a goal.
- Visionary, honest, with integrity and demonstrated sense of responsibility and ability to comply with professional ethics.
- Excellent interpersonal and communication skills in public speaking, individual negotiations and correspondence.

- Ability to work under pressure and handle multiple tasks within tight deadlines while paying attention to detail.
- Extensive experience and strong understanding of the Malawi financial management and audit, labour and ICT legislation and regulations.
- Demonstrable experience working with the Government of Malawi and/or Development Partner systems including extensive experience in managing donor-funded health commodity supply chain programmes.
- Understanding/working knowledge of pharmaceutical industry standards and health commodity management.
- Highly organized, goal and result oriented.

JOB SPECIFICATIONS

Qualifications and Experience:

- A Fellow of either the Association of Chartered Certified Accountants (FCCA) or the Chartered Institute of Management Accountants (FCMA) or holder of a Master's Degree in Finance, Accountancy, Commerce or Business Administration coupled with a Bachelor's Degree in finance, accountancy or commerce from internationally recognized (accredited) universities;
- A minimum of ten (10) years post qualification working experience as Director or at senior management position for a large organization in the public or commercial sector; and
- Must be a bona fide and paid up member of the Institute of Chartered Accountants in Malawi (ICAM) in good standing.

Experience, Skills and Personal Attributes:

- Excellent spoken and written communication skills.
- Working knowledge of standard computer software and accounting and HR packages.

- Strong organizational and analytical skills and ability to set priorities and work independently.
- Proven ability to partner, coordinate and lead diverse and multifunctional teams or groups and achieve objectives within deadlines.
- Demonstrated knowledge and ability to perform financial analysis and budgeting, application tools and processes to develop and implement complex transactions or projects across functional areas.
- Demonstrated excellent influencing and strong negotiation skills.

Submission of Application

Interested and qualifying individuals should submit their applications and detailed Curriculum Vitae (CVs), copies of certificates and names of three traceable referees clearly marked '**VACANCY FOR DIRECTOR OF FINANCE AND ADMINISTRATION**' to:

**The Chief Executive Officer
Central Medical Stores Trust
Private Bag 55,
Mzimba Drive,
Opposite Kamuzu College of Nursing
LILONGWE, MALAWI
Or via email to ceo@cmst.mw**

Not later than 16.00 HOURS ON 25TH NOVEMBER, 2020.

CMST is an equal opportunity employer although only shortlisted applicants will be contacted.

The vacancy is also available on CMST Website: www.cmst.mw